



Sheriff Lieutenant

Department: Sheriff

Class Code: 2624

EEO Code: 24

FLSA: E

Effective: 01/10/2000

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in supervising activities within a departmental division, or in performing advanced administrative and technical work of comparable responsibility; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises and coordinates activities of courtroom security; coordinates schedules to insure Sergeants of each court have adequate personnel for daily court operation; schedules Deputies to escort and transport inmates to designated locations; coordinates and directs shift activity for security personnel that provide safe and secure detention of inmates housed within the jail; monitors inmate behavior and environmental conditions; inspects facilities and compound for security, fire and other hazards and sanitary conditions; supervises and directs jail treatment programs to include Classification, HIP, Work Force, Work Release, Medical and others; develops and monitors Internal Affairs investigation policy and procedure; investigates violations of departmental policy, county policy, and state and local laws; investigates inmate complaints toward staff; oversees the personnel and training functions for the department; coordinates and schedules training programs ensuring compliance with State mandated standards; prepares reports; orients, trains, evaluates and disciplines subordinate personnel; enforces state law and County ordinances; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles, practices and techniques of modern court/jail administration; of applicable federal, state and local laws and ordinances; of criminal justice resources.

Comprehensive skill in supervising a division or specialized function; in planning and evaluating activities and services; in developing and maintaining effective working relationships with subordinates, personnel of other units and divisions, other law enforcement officials and the public.

Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and pursuing fleeing inmates on foot.

MINIMUM EDUCATION AND EXPERIENCE:

High school graduate or completion of GED; three years experience in a Sheriff's Department, or an equivalent combination of training and experience preferred. Must possess valid Virginia motor vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.